



CITY OF LONG BEACH
DEPARTMENT OF DISASTER PREPAREDNESS
AND EMERGENCY COMMUNICATIONS
PROMOTIONAL / TRANSFER OPPORTUNITY
ADMINISTRATIVE ANALYST I (CLASSIFIED)

\$27.503 – \$37.384 per hour

THE POSITION

The Department of Disaster Preparedness and Emergency Communications has an immediate opening for a full-time classified Administrative Analyst I. The Department provides disaster preparedness, administers various Homeland Security grants for the City of Long Beach, and 911 emergency communication services.

EXAMPLES OF DUTIES

- Serves as the back-up Emergency Operations Center Coordinator and Disaster Management Area Coordinator for Los Angeles County Area F (Long Beach, Signal Hill and Avalon);
- Serves as an advisor to City departments on disaster preparedness and emergency operations planning;
- Interfaces with other local governmental agencies as necessary;
- Prepares written emergency operations plans and annexes;
- Presents disaster preparedness and emergency operations plans to the public, community partner agencies and City staff;
- Performs other duties as required.

APPLICATION PROCESS

Interested candidates must submit a resume and cover letter to:

Personnel Office
Department of Public Works
2929 East Willow Street
Long Beach, CA 90806
Ayisha.Thompson@longbeach.gov

Submissions must be received by **4:30 PM, Wednesday, December 2, 2015**. Candidates meeting the minimum requirements will be invited to participate in the selection process, which will include an interview by a selection panel and a computer-based exercise.

This information is available in an alternate format by request to the Personnel Services Division at (562) 570-4686. If you require an accommodation because of a disability to participate in any phase of the selection process, please request when submitting your resume or contact the Personnel Division at (562) 570-4686.

MINIMUM REQUIREMENTS

- The position is open to current City employees with classified status as an Administrative Analyst or Assistant Administrative Analyst, or employees reachable on the Civil Service Administrative Analyst list;
- Ability to quickly assemble information, seek out key details, and use good judgment when making decisions;
- Ability to communicate both verbally and in writing to both the public and other City staff;
- Ability to edit, compose and produce documents with accuracy;
- Ability to handle confidential issues in a professional manner;
- Ability to consistently produce a professional work product in a timely manner;
- Ability to adapt to changing priorities;
- Ability to work weekends, holidays, and overtime as required.

DESIRABLE QUALIFICATIONS

- Good analytical and interpersonal skills;
- Knowledge of the NIMS and SIMS Incident Command Systems;
- Experience managing complex projects;
- Experience in researching, and analyzing disaster preparedness and emergency response standards.

**AN EQUAL OPPORTUNITY
EMPLOYER, THE DEPARTMENT OF
DISASTER PREPAREDNESS AND
EMERGENCY COMMUNICATIONS
VALUES AND ENCOURAGES
DIVERSITY IN ITS WORKFORCE.**